



United States Department of Agriculture

RESEARCH, EDUCATION, AND ECONOMICS
AGRICULTURAL RESEARCH SERVICE
www.ars.usda.gov

"Solving Problems for the Growing World"

VACANCY ANNOUNCEMENT

Announcement Number: ARS-X5W-0022
Demo/Alternative Merit
Promotion

Position Title/Series/Grade:
Maintenance Helper
WG-4749-05

Promotion Potential: WG-5

Employment Type: Full-time - Permanent

Grade and Salary Range:
WG-05 \$13.70 - \$15.98 Per Hour

Location of Position:
Northwest Irrigation and Soils Research Laboratory,
Kimberly, ID

Who Can Apply:
All U.S. Citizens

Opening Date: November 8, 2004

Closing Date: November 26, 2004

For copies of vacancy announcements and/or application materials, please call (301) 504-1482. For additional information regarding employment opportunities, please visit <http://www.afm.ars.usda.gov/hrd/jobs/apply.htm>.

Contact Information

Human Resources Specialist:
Lisa J. Porter
(301) 504-1388

Location Contact Information:
Judy Pepperdine
(208) 423-6566

DC Relay Service: (202) 855-1234 (TDD)

Send Applications to:
USDA, Agricultural Research Service
Human Resources Division
Attn: Lisa J. Porter
5601 Sunnyside Avenue, Stop 5106
Beltsville, MD 20705-5106
Fax: (301) 504-1535
E-mail: scirecruit@ars.usda.gov

Applications must be postmarked, e-mailed or faxed by the closing date of the announcement. Applications received in Government envelopes will not be considered.

Please take advantage of the Application Package Checklist at the end of this announcement to ensure your application is complete.

Applications will also be accepted from USDA Surplus and Federal Displaced Employees in the commuting area.

A PHYSICAL EXAMINATION is required.

SUPPLEMENTAL QUESTIONNAIRE: Applicants will be required to complete a supplemental questionnaire. The questionnaire is attached. **APPLICANTS WHO FAIL TO COMPLETE AND RETURN THE QUESTIONNAIRE WITH YOUR APPLICATION WILL NOT RECEIVE FURTHER CONSIDERATION FOR THE POSITION.**

Major Duties:

Performs a variety of simpler maintenance & repair tasks including, but not limited to automotive, carpentry, electrical work, painting, plumbing, plastering.

Working Conditions and Other Considerations:

Work may be in a well-lighted, ventilated and heated shop, other Station buildings and outside for landscape maintenance. Incumbent is required to wear protective equipment and clothing and occasionally subject to prevailing weather conditions. The worker may be exposed to drafts, noise, dust, and dirt. There is a chance of minor injuries (bruises, cuts and scrapes).

PHYSICAL REQUIREMENTS: Work requires frequent lifting and carrying light to moderate-weight objects (10 to 30 lbs.), occasionally lifting up to 45 lbs.; continually walking, bending, stooping, reaching and standing for long periods of time.

Qualifications Required: Your education and experience will be evaluated against all qualification requirements (basic and any additional requirements) listed below.

Basic Requirements

Applicants must have experience and/or training of sufficient scope and quality to perform the duties required. Applicants will be rated in accordance with their knowledge and skill in the job elements listed below.

If qualifying all or in part based on your education, please submit a copy of your college transcripts OR a list of college courses with credit hours, dates completed, and grades received. If this information is not provided, your education may not be appropriately evaluated and you may lose consideration for this position. If your qualifications are based in any part on education and you are selected for this position, you will have to provide an official copy of your academic transcripts prior to entering on duty.

Specialized Experience - experience which has equipped you with the following Knowledge, Skills and Abilities - 'KSAs' required to perform the duties of this position:

1. Reliability and Dependability (Screen-Out)
2. Ability to Handle Weights and Loads
3. Ability to Follow Directions
4. Dexterity and Safety

Other Important Information

Benefits Package:

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at www.usajobs.opm.gov/ei61.htm.

Veteran's Preference:

For further details, call the U.S. Office of Personnel Management (OPM) at 478-757-3000 or TDD 478-744-2299. Select General Information on the Federal Employment Policies and Procedures, and then Veterans Preference and Special Appointing Authorities for Veterans. Visit their VetGuide website at <http://www.opm.gov/veterans/html/vetguide.asp>.

Relocation Expenses:

Payment of relocation expenses will be determined in accordance with P&P 412.5, Recruitment and Retention Incentives and Other Special Pay, Sections 6 and 7, as amended by Bulletin 03-402, which may be found at: http://www.afm.ars.usda.gov/hrd/staffing_recruit/reloweb.htm.

Financial Disclosure Requirement:

Federal employees are subject to prohibitions against officially dealing with outside organizations in which they have a financial interest. You may be required to submit a financial disclosure report if hired for this position.

False statements:

If you make a false statement in any part of your application, you may not be hired; may be fired after beginning work; or may be fined or jailed.

Optional Form 306, (Declaration for Federal Employment):

If you are selected for this position, you will be required to complete this form before an offer may be made.

USDA Surplus/Federal Displaced Employees:

USDA Surplus/Federal displaced employees must submit documentary evidence of eligibility. Well qualified surplus and displaced employees within the local commuting area will receive selection priority as provided by OPM regulations. Well-qualified means the applicant meets the basic qualification and eligibility requirements and all selective placement factors; is rated above minimally qualified against the KSAs or quality criteria; and is able to satisfactorily perform the duties of the position upon entry. Applicants must submit the following:

- 1) a copy of your RIF Separation Notice or Certification of Expected Separation or other documentation indicating that you are a surplus employee;
- 2) evidence of full performance level of current position;
- 3) a copy of your most recent performance appraisal; and
- 4) a copy of your most recent SF-50, Notification of Personnel Action, to verify reassignment eligibility.

Selective Service System:

Males over age 18 who were born after December 31, 1959, must have registered with the Selective Service System (or have an exemption) to be eligible for Federal employment.

Reasonable Accommodation:

Reasonable accommodation is provided to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, or have questions regarding reasonable accommodation and/or accessibility for any part of the application and hiring process, please contact the Disability Program Manager on 202-720-6161 or through the DC Relay Service on 202-855-1234 (TDD). The decision to grant reasonable accommodation is made on a case-by-case basis.

Civil Rights Policy Statement:

The U.S. Department of Agriculture (USDA) is an equal opportunity employer and provider. Discrimination is prohibited in all USDA programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's Target Center on 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call 202-720-5964 (voice and TDD).

QUESTIONNAIRE
Helper Positions

1. What is the longest period of time you have worked for one person or company?

_____ more than 2 years

_____ 1-2 years

_____ 6 mos-1 year

_____ less than 6 months

_____ never been employed

2. Do you always report for work when you are supposed to?

_____ yes

_____ no

If no, how often do you fail to report?

_____ once in 6 months

_____ once a month

_____ more than once a month

3. Give number of days absent for sickness in the past.

4. In the last 5 years, have you been fired from a job or have you had disciplinary action taken against you? If yes, explain.

5. If you have learned well on any job and were given things to do that required a learning ability, tell about them.

6. Tell about any promotions you received on the job or in the military service.

7. List the grades you received in the shop related courses while in school (Include science, math, shop, etc.)

Course

Grade

Length of Course

8. If you have any hobbies that reflect your interest in trades, list them.

9. If you have received any honors or awards on the job or in school, list them and tell what they were for.

Honor/Award

Reason

10. Give examples of the kinds of instructions which you have had to follow in shop work in shop classes, on jobs, or in the military service.

_____ oral
_____ written

_____ general instruction
_____ detailed instruction

Examples:

11. Are you able to complete a task after receiving instructions, or do you go back to your instructor or supervisor for further directions:

_____ frequently
_____ occasionally
_____ seldom

12. Have you ever had to read and follow:

diagrams	_____ yes	_____ no
floor plans	_____ yes	_____ no
instruction manuals	_____ yes	_____ no
manufacturer's guides	_____ yes	_____ no
other (specify)	_____ yes	_____ no

If yes, explain:

13. Have you completed any:

military training courses (other than basic training)	_____ yes	_____ no
trade school courses	_____ yes	_____ no
job training programs	_____ yes	_____ no

14. Have you ever had to follow instructions or directions in:

assembling and disassembling simple machinery?	_____ yes	_____ no
sorting items in groups?	_____ yes	_____ no
cleaning tools and machines?	_____ yes	_____ no
operating machines?	_____ yes	_____ no
feeding items into machines?	_____ yes	_____ no
keeping work areas clean?	_____ yes	_____ no

15. Have you received any driving or other convictions?

_____ none
_____ one
_____ more than one

If there are any convictions, show:

<u>Date</u>	<u>Nature of Offense</u>
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16. Have you had any accidents on the job within the past year?

_____ yes _____ no

If yes, explain:

17. Have you worked without injury:

around large industrial machinery?	_____ yes	_____ no
with or around moving machines or equipment?	_____ yes	_____ no
in a hazardous area?	_____ yes	_____ no
in a school shop or other shop area?	_____ yes	_____ no

18. Do you always observe safety regulations?

19. Have you ever been involved, as a driver, in a major automobile accident?

_____ yes _____ no

If yes, explain:

20. Check the task you have done that indicate your ability to work as a member of a team. Support your checkmarks by giving examples of the work you did.

- _____ member of a combat team or gun crew in the military service
- _____ assisting another worker carry large or awkward items
- _____ participating in group athletic activities in school, community or military sports
- _____ assisting a skilled worker in completing a task
- _____ participating in a shop training program
- _____ working among others
- _____ cooperating in a work situation where hazards are constant and extreme caution is an absolute requirement for individual or group safety.

I certify that all of the statements made in this questionnaire are true, complete and correct to the best of my knowledge and belief and are made in good faith.

Signature

Date

Application Package Checklist

If application packages do not contain all of the requested information, you may lose consideration for the job. To help you ensure your application fully outlines your qualifications and eligibility for this position, please submit the following documentation.

- ☐ Optional Form 612 (Optional Application for Federal Employment), SF-171 (Application for Federal Employment), Resume, Curriculum Vitae, or other document outlining your qualifications (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612).

The following information is required of all applicants:

- ☐ Announcement number, title, and grade(s) of the position
- ☐ Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- ☐ Social security number
- ☐ Statement that you are a U.S. citizen (if not using the OF-612 or SF-171)
- ☐ Copy of DD Form 214 (Certificate of Release or Discharge from Active Duty) (if claiming veterans preference) (Visit <http://www.opm.gov/veterans/html/vetguide.asp> for additional information).
- ☐ SF-15 (Application for 10-point Veteran's Preference) plus the support documentation required by this form (if claiming 10-point veterans preference) (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.)
- ☐ Paid and non-paid work experience related to the position. For each period of work experience include:
 - ___ Job title
 - ___ Series/grade (if Federal employment)
 - ___ Duties and accomplishments
 - ___ Employer's name and address
 - ___ Supervisor's name and contact information
 - ___ Starting and ending dates of employment (at least month & year)
 - ___ Number of hours worked per week
 - ___ Salary
 - ___ Indicate if we may contact current supervisor/employer
- ☐ Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)
 - ___ Certificates/licenses (current)
 - ___ Honors, awards, and special accomplishments
 - ___ Supplemental questionnaire if applicable (usually for Federal Wage System positions - WG, WL, WS)
- ☐ Copy of college transcripts (if qualifying all or in part on the basis of education for this position) (If you have non-conventional education, e.g., foreign study, continuing education units, life experience, etc., go to the web site at <http://www.opm.gov/qualifications/SEC-II/s2-e4.htm#e4a> and look under the heading "Other Education" for information governing acceptability of this type of education.)

- ☐ Copy of SF-50 (Notification of Personnel Action) to verify possession of competitive civil service status (if you are a current or previous federal employee)
- ☐ Copy of most recent performance appraisal (if you are a current federal employee)
- ☐ Second copy of application package (if the position is open to candidates outside the federal government AND if you are a current federal employee or a candidate with reinstatement eligibility and wish to be considered under both merit promotion and competitive examining procedures).
- ☐ Support documentation for eligibility for special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please call the servicing HR specialist or visit the web site at <http://www.usajobs.opm.gov/a2.htm> and scroll down to the subject heading, "Category".)
- ☐ Support documentation if you are a USDA surplus or federal displaced employee (See pertinent section under "Other Important Information" below.)
- ☐ Self-certification of typing speed (if required as a basic qualification for the position)
- ☐ While not required, a separate response to the required knowledge, skills, and abilities (KSAs listed under Specialized Experience) and Selective Placement Factor(s), if present, for this position may better highlight your specific qualifications for this position. (For an explanation of KSAs, go to the web site at <http://www.ars.usda.gov/careers/whatksa.html>).

If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to <http://www.opm.gov/forms/html/of.asp> and scroll down to access the Office of Personnel Management (OPM) Optional Form 510.